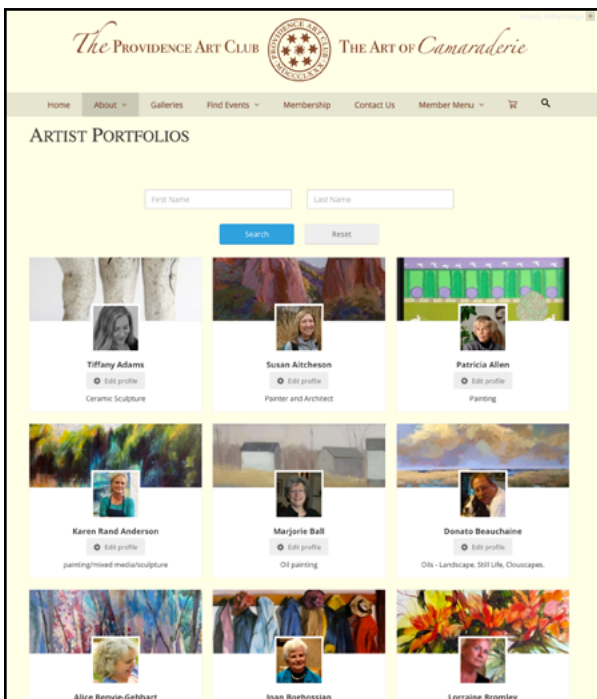


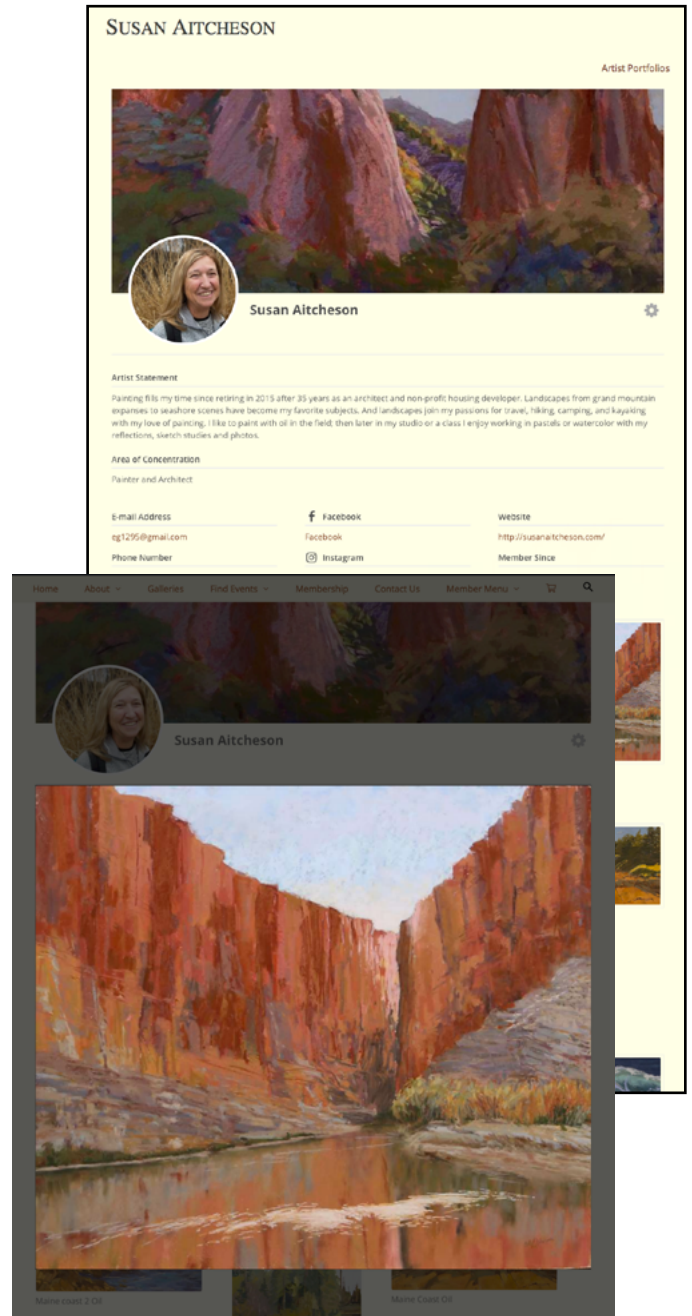
EXHIBITING ARTIST PORTFOLIO CREATION

All our Exhibiting Artist Members have a basic member's profile that can easily be upgraded to a full-fledged portfolio in a few simple steps.

MAIN PORTFOLIO PAGE



INDIVIDUAL ARTIST PAGE



Your PAC Profile Page can serve as a mini-website, fully accessible to the public. If you already have a website it's a great way to share your work as part of the community of the Providence Art Club, and you can easily link your page to your main website (BONUS: The more pages link to your site, the higher you will rank in search engines). You can also link to your social media pages, and/or your email. Artists are listed in alphabetical order, with a search function by first and/or last names.

See the main portfolio page and the pages your fellow members have created at https://providenceartclub.org/about/artist_portfolios/

The do-it-yourself package is yours for a one-time cost of \$25. This tutorial will get you up and running.

The gallery-assisted package has a one-time fee of \$50. Contact Michael Rose, Gallery Director at michael@providenceartclub.org if you are interested in the gallery-assisted option.

BEFORE YOU BEGIN

Choose a photo to represent yourself that will work well in a circle, if you haven't already uploaded one to your profile. 960px on the longest side, 72dpi

Choose a horizontal image of your work as your cover shot. Save as a jpeg, 1000 pixels wide and 72dpi. This will appear in the top banner behind your profile picture.

Choose up to 10 images of your artwork and save in jpeg format, no more than 1920px on the longest side, 72 dpi and under 1MB each.

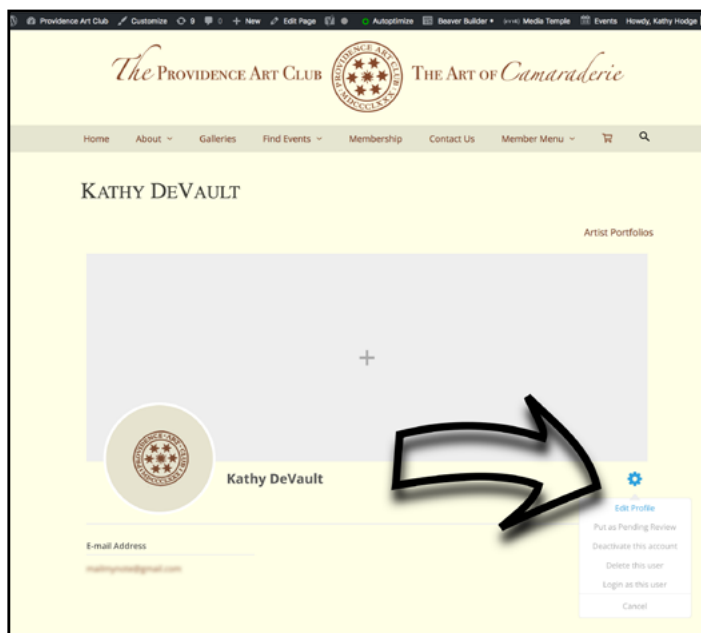
Write short bio of no more than 180 characters (about 40 words) and an artist statement of no more than 1,000 characters (about 200 words). A text program, such as Microsoft Word or Apple Pages will give you a character count.

You have the option of attaching a CV or list of accomplishments as a PDF document of up to 5 pages, no larger than 2MB.

Lastly, collect contact info and social media links you want to be included; phone number, website, Facebook, LinkedIn, Instagram or Twitter links.

Tips for professional portfolio presentation

- Your portfolio page will not be visible until you upload a profile and cover photos, so if you'd like to work on your page as a draft, hold off on uploading one, or both, but remember to click **UPDATE PROFILE** to **save often as there is a session time limit of 20 minutes.**
- Think through in advance which of your works represent you best and the order you would like to upload them, as that is the order they are displayed. To change the order you will have to delete and re-upload your images.
- Consider pieces that will read well small as the first impression of your work will be as thumbnails
- Images should be cropped to show only the artwork, in focus and squared up, with minimal glare
- Optimize your photos to be up to 1000 pixels on the longest side, keeping the file size as low as possible while still representing your work well. This will help your page load quickly.
- Don't neglect to keep your page up-to-date, which will add to your reputation as a working artist and showcase your best work



CREATING YOUR PAGE

You must be logged in to create your webpage (under Member Login in the homepage menu bar)

If you can't remember your password and/or user name click "forgot my password" and a temporary password will be sent to your email, which you can change once you're logged in. If you need more help logging in, contact Angel Dean at angel@providenceartclub.org or Michael Rose at michael@providenceartclub.org and they will assist you

Checking "Keep me signed in" will automatically sign you in when you visit. (Don't choose this option on a public computer)

Click on the little gear icon to select your account to review or edit your details

The screenshot shows the 'ARTIST NAME' profile creation page. At the top left, the text 'ARTIST NAME' is displayed. In the top right corner, there is a link for 'Artist Portfolios'. The main area features a large grey box with a plus sign, labeled with a circled '2'. Below this is a circular profile picture placeholder with a camera icon, labeled with a circled '1'. To the right of the profile picture is a text input field for 'Artist Name' with a checkmark icon, labeled with a circled '3'. Below the name field is a text area for 'Tell us about yourself...' with a character count of 180. Further down is the 'Artist Statement' section with a text area labeled with a circled '4'. Below that is the 'Area of Concentration' section with a text area labeled with a circled '5'. The next section contains social media links for Facebook, Instagram, LinkedIn, and Twitter, each with an input field, labeled with a circled '6'. To the right of these are fields for 'Website', 'Upload your CV' (with an 'Upload' button), and 'Member Since' (with a dropdown menu). Below the social media links are three rows of image upload slots, each with an 'Upload' button and a caption field, labeled with a circled '7'. At the bottom, there are two buttons: 'Update Profile' (labeled with a circled '8') and 'Cancel'.

① Click the camera icon to upload or change your profile picture.

② Click on the plus sign in the grey box at top to upload your cover photo

(If you want to save your page but you are not ready to publish, save steps 1 and 2 for last as your page will not publish until you complete them)

③ Introduce yourself with a short bio (up to 180 characters)

④ Your artist statement (up to 1,000 characters)

⑤ Area of concentration (up to 40 characters)

⑥ Add your social links, CV and website if you'd like

⑦ Upload images of your work in the order you'd like them to appear, type a caption in the box

⑧ Ready to publish? Click Update Profile or the checkmark below the cover photo to upload your portfolio.

See something you want to change or update? You can make changes anytime by clicking on the little gear under your cover photo (you must be logged in to make changes)

Remember to save often by clicking Update Profile so you won't lose your work.

Go to https://providenceartclub.org/about/artist_portfolios/ to find your page.
Copy the web address and share your page with the world!